



## Police and Fire Commission

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point WI 54481

July 13, 2010  
4:32 p.m.

1. **Roll Call:** Commissioners Rice, Schleihs, Taylor and Wescott  
Commissioner Nuck, excused

**Also**

**Present:** Administrative Director Jeff Morris; Mayor Andrew Halverson; Fire Chief John Zinda; Kyle Komorowski; Heather Micoley, MDA; Krystal Westfahl, MDA; Tom Wastart; JB Moody

2. **People to be heard and announcements**

None.

3. **Recommendation of the Fire Chief Candidates position status for advancement in selection process**

On Monday, July 12<sup>th</sup>, a quorum of the Police and Fire Commission observed the Fire Chief Assessment Center process administered by McGrath Consulting Group to four candidates for the position of Fire Chief.

On July 20<sup>th</sup> candidates Gregory Benson and Gregory Michalek will be invited to participate in a series of meetings with the Mayor, various city department leaders, Fire Department administration and union officials and with the Police and Fire Commission itself. The purpose of the meetings will be to further identify the candidate who is best suited to helping the Commission, the Fire Department members and the City as a whole realize the Commission's strategic direction for fire and emergency medical services in Stevens Point and Portage County.

During the week of July 26<sup>th</sup> a candidate will be chosen from the two individuals listed above to return to the city to meet with a panel of community leaders. Following this meeting will be a second meeting with the Commission to further discuss the candidate's ability to actualize the Commission's vision. It is anticipated that this will be the final step before a new Fire Chief is named at the Commission's regular monthly meeting on August 10<sup>th</sup>.

Two candidates who participated in the assessment process on the 12<sup>th</sup> were not asked to continue further. The first, Gary Trulson, informed McGrath late Monday evening that he had accepted a teaching position elsewhere in the State.

Commissioner Wescott moved, seconded by Commissioner Taylor, to direct Administrative Director Morris to contact candidates Gregory Benson and Gregory Michalek to move forward in the selection process and interview before the Mayor, various city department leaders, Fire Department administration and union officials and the PFC on July 20, 2010. The July 20<sup>th</sup> date will be noticed as a special PFC meeting.

Ayes, all; nays, none. Motion carried.

Commissioner Rice moved, seconded by Commissioner Wescott, to move agenda Item #9 before closed session.

Ayes, all; nays, none. Motion carried.

**4. Discussion with possible action IAFF Local 484 participation in 2010 Muscular Dystrophy Association Fundraiser - presented by Thomas Wastart**

Stevens Point Local 484 and the Muscular Dystrophy Association are requesting authorization for the Stevens Point Firefighters to conduct a fund raising "FILL THE BOOT" drive on-duty for a period of three days. The MDA and firefighters understand that the Fire Department's first priority is keeping the community safe. Firefighters that receive a call while collecting will immediately stop collecting to answer the call.

The MDA will help motivate and educate all firefighters about the Firefighter/MDA connection through union meetings as well as station visits prior to the campaign. MDA will provide the proper signage and supplies so that each collection site is clearly identified.

Proposed dates of the collection are August 12, August 27 and September 2.

The MDA holds a liability insurance policy for one million per occurrence that covers all firefighters involved in the FILL THE BOOT fundraiser.

President Schleihs stated he prefers the way the fundraiser has been handled in the past.

The Commission discussed the issues of liability insurance and worker's compensation claims.

Before making a decision, the Commission requested additional information from the Firefighters and also MDA. This will be placed on the August agenda for possible action.

**5. Adjourn into closed session (approximately 4:45 p.m.) pursuant to Wis. Stats. Section 19.85 (1) (c) for a Firefighter/Paramedic interview**

Commissioner Wescott moved, seconded by Commissioner Taylor, to adjourn into closed session.

Ayes, all; nays, none. Motion carried.

**6. Reconvene into open session (approximately 5:15 p.m.) for possible action**

Commissioner Rice moved, seconded by Commissioner Wescott, to reconvene into open session for possible action.

Ayes, all; nays, none. Motion carried.

Commissioner Schlehs moved, seconded by Commissioner Taylor, to approve the hiring of Kyle Komorowski as Probationary Firefighter/Paramedic contingent upon the successful completion of all hiring protocols and testing.

Ayes, all; nays, none. Motion carried.

**7. Approval of Minutes**

The June 1, 2010 meeting minutes will be amended as follows:

**Review of Chapters 3, 5 and 6 of City Ordinance**

***During a telephone conversation with Administrative Director Morris on June 1, 2010 Commissioner Rice suggested approving Chapters 3, 5 and 6 subject to City Attorney Louis Molepske's review of the ordinances. This would speed up the process of placing the ordinances on the Common Council's agenda for approval.***

Commissioner Taylor moved, seconded by Commissioner Rice, to approve the June 1, 2010 minutes as amended above.

Ayes, all; nays, none. Motion carried.

Commissioner Taylor moved, seconded by Commissioner Wescott, to approve the minutes of the June 21, 2010 meeting.

Ayes, all; nays, none. Motion carried.

**8. Confirmation of Bills**

Commissioner Wescott moved, seconded by Commissioner Rice, to accept the confirmation of the Police Department bills for June 2010.

Ayes, all; nays, none. Motion carried.

Commissioner Rice moved, seconded by Commissioner Taylor, to accept the confirmation of the Fire Department bills for June 2010.

Ayes, all; nays, none. Motion carried.

**9. Discussion with possible action enclosed space agreement between Stevens Point Fire Department and Portage County Highway Department**

Commissioner Wescott moved, seconded by Commissioner Taylor to accept the enclosed space agreement between the Stevens Point Fire Department and Portage County Highway Department as presented.

Ayes, all; nays, none. Motion carried.

**10. Fire Chief's Report**

- The 2011-2015 capital improvement request worksheet has been distributed by the Treasurer's office and are due back by July 15<sup>th</sup>. Discussions are ongoing with Fire Department staff to make needed recommendations.
- Update on 2010 initiatives to be completed by September:
  - a. Finish updating the Stevens Point Fire Department operations manual (90% complete)
  - b. Complete major long-term objectives of the SPFD strategic direction for public safety (done)
  - c. Develop MABAS and Metro fire training scheduled for implementation in fall of 2010 (Joint training committee established and schedule developed, but the city's inclusion in metro fire has been postponed until sometime in 2011).
  - d. Finish 2010 capital improvements project (new Station 1 fire detection system installation underway. Storage building at Station 2 to be erected in the fall under the direction of Captain Skibba.
  - e. Complete purchases and close out 2009 Assistance to Firefighters Grant (purchases will be made by September but the grant will need to be closed out by the new Chief)
  - f. Complete 2010 Assistance to Firefighters Grant (done)
  - g. Convert department to response using mobile data terminals and computer aided dispatch (underway)
  - h. Assist in the selection of new Fire Chief (underway)

It was discussed at a prior meeting that Assistant Chief Kujawa will provide a brief written report regarding EMS activities. Chief Zinda was asked to follow-up with Assistant Chief Kujawa on the status of this report.

Commissioner Wescott moved, seconded by Commissioner Rice, to accept the Fire Chief's report for June 2010.

Ayes, all; nays, none. Motion carried.

**11. Police Chief's Report**

- On June 19<sup>th</sup> the homecoming for the 32<sup>nd</sup> Brigade went without incident. The efforts by many officers on the Department ensuring the welfare of the soldiers at the event and controlling traffic during the parade was in no small part due to the collaborative partnerships with the military and other city departments.
- On July 19, 2010 the Department will be conducting an all supervisors meeting to discuss the Department strategic direction plan. The meeting will review the Department mission, long-term objectives and current and future Department strategies. Minutes of the meeting, along with strategic direction outlines and charts will be forwarded to the rest of the department for review and discussion.
- The Department completed participation in a freshman orientation presentation for parents of incoming freshmen at UWSP. Topics such as downtown enforcement, underage alcohol, and off campus conduct were discussed with parents of over 3,000 incoming university students.

Commissioner Taylor moved, seconded by Commissioner Rice, to accept the Police Chief's report for June 2010.

Ayes, all; nays, none. Motion carried.

**12. Administrative Director's Report**

- At the Council meeting on July 19<sup>th</sup> Director Morris, Chief Ruder and Chief Zinda will present a Power Point presentation regarding actions taken responding to the findings presented in the Community Safety Survey conducted in November of 2009 by Gary Itzkowitz at the University.
- Director Morris distributed a report regarding continuation of 2007 council authorizing Fire Department staffing. This memo was addressed to Marge Molski, Chairman of the Personnel Committee.
- Director Morris submitted in writing to the commission his intent to retire sometime in late December 2010 or early January 2011.

Commissioner Wescott moved, seconded by Commissioner Taylor, to accept the Administrative Director's report for June 2010.

Ayes, all; nays, none. Motion carried.

**13. Adjournment**

The meeting adjourned at 6:49 p.m.